Attachment B – Updated Walk-In Registration Form

Form # 1
Service Request

CLIENT BASIC INFORMATION & NEEDS

Date: / / **Client # :_____**

Client Data

Name: _____ Gender: Male Female
Place of Residence: _____
ID #: _____ Civil ID Passport
Telephone: Home: _____ Mobile: _____
Firm Activity: _____
Firm address: _____

Delegate's data, if applicable
Name of delegate: _____
Power of Attorney #: _____ Date of Power of Attorney _____

Requested services

- Inquiry about available services
- Tax card
- Commercial registry
- License issuance
- Firm registration (civil number)
- Industrial Dev. Authority Services
- Complaints and delinquency payment
- Training Courses
- Financing small projects (banks, direct)
- Financing micro projects
- Land allocation
- Service status check
- Technical and marketing support
- Tax exemption letters
- Installment payment/direct loan installment
- Others_____

SFD needs to charge reasonable (subsidized) fees for services to continue offering them. Are their any services indicated above you would not be willing to pay for?_____

How did you learn about the SFD and the services it delivers?

- Received other services from SFD already. If yes, what kind(s)_____

or you heard about SFD from:

- Newspapers & magazines
- Nile Media Centers
- Civil societies
- Media campaign
- Friends and associates
- Others (state) _____
- Mobile services unit
- Representative offices

Version #: 2A
Update Date:

Client profile baseline data – *for all clients except those who have not yet started a business.*

To better understand how to serve you and our other clients, we need to collect some basic information from you. If you are an SFD client or become one, this information will help us learn what services are most useful and see the impact we are having in the community. The information below will not be shared with anyone outside SFD and will be kept confidential.

Please provide information requested in the table below as of today's date

BASELINE DATA TABLE

Total Full Time Employment	**Female**	
	Male	
Total Temporary Employment	**Female**	
	Male	
Total Youth Employment ages 15 – 24 (full time + temporary workers) included in the above numbers		
In Formal Sector?		**Yes** ● **No** ●
Employees Average Monthly Gross Salaries (excluding owners)		
Environmental Impact (negative, no impact, positive)	**Expected in first year**	
Annual Sales in LE	**Domestic**	
	Export	